

Investment Officer - Operations

About FPPA

The Fire and Police Pension Association of Colorado was created by legislative mandate in the 1980's. Our leadership team guides us in fulfilling our mission, vision and values while achieving our strategic objectives. We administer a statewide multiple employer public employee retirement system providing defined benefit plan coverage as well as death and disability coverage for police officers and firefighters throughout the State of Colorado. We are a small association of only 60 staff located in Greenwood Village.

Our Investment Division plays a critical role in our success managing our \$6 billion in assets. We work hard and have a culture that supports staff to establish a well-balanced relationship between their personal needs and work commitments.

Position Summary

The Investment Officer Operations will report to the Director of Risk and Operations and maintain primary responsibility for calculating and communicating investment performance, working with investment staff and service providers to on-board new investment managers, processing external and internal information requests, maintaining document and risk management databases, performing fund compliance reviews, and identifying process improvements.

Required Qualifications

- Minimum of 5 years of professional investment experience with working knowledge of investment operations.
- Demonstrated knowledge of alternative asset classes, global and emerging market fixed income, equities, futures, listed options and OTC derivatives as well as experience with futures margin and OTC collateral maintenance.
- Professional experience with learning enterprise-level risk systems (Blackrock Aladdin, MSCI Barra One). Experience with learning private market systems (Efront, Burgiss). FPPA utilizes CAISSA for risk management and iLevel for private markets.
- Advanced proficiency with Microsoft Excel, PowerPoint, Word, and Adobe Acrobat.
- Demonstrated ability to balance multiple projects.
- Strong written and oral communication skills.
- Ability to establish and maintain effective working relationships.
- Final candidates are subject to a drug screen, background check and reference check.

Preferred Qualifications

- Bachelor's degree in Finance or Accounting from accredited college or university with a master's degree preferred.
- Achievement or working toward a Chartered Financial Analyst designation or other investment accreditations including CIPM or CAIA.
- Proficiency with Excel VBA and relational databases

How do you apply?

Send your resume and cover letter to Human Resources, humanresources@fppaco.org.